

**Our Grant Award Process:** Please review the **Grant Guidelines** to make sure your project falls within the Community Foundation's area of granting. We encourage you to call our office and speak with the Foundation staff to talk about your project. **There are no specific deadlines. We accept proposals on a continuous basis.**

**Three Levels of Granting:** Each level of funding has its own separate deadline. Read the instructions to apply for these three grants.

- **Sustainability Awards:** These grants will continue forever and offer an organization with 501(c)(3) status the opportunity to create their own permanent fund within the Community Foundation. Grant awards will be range of \$1,000 - \$20,000 to and may be awarded to more than one organization. *See Page (3-4)*
- **Impact Grants:** Impact Grants are for organizations seeking funds to support a large projects that are over \$20,000. First Step is to submit a Letter of Intent. *See Page (5)*
- **Community Support Grants:** Organizations seeking grants in the range of several hundred to several thousand dollars. *See Page (6-12)*

**Granting Guidelines:** These guidelines are for Impact and Community Support Grants. The geographic area we serve is Fulton County and the communities thereof.

**Grant making areas of interest are:**

- Education
- Health
- Human Services
- Arts & Culture
- Environment
- Civic
- Recreation

**The Community Foundation favors activities that:**

- Reach a broad segment of the community, especially those citizens whose needs are not currently being met.
- Request seed money to realize innovative opportunities to meet needs in the community.
- Stimulate and encourage additional funding.
- Promote cooperation and avoid duplication of effort.
- Help make a charitable organization more effective and efficient and better able to be self-sustaining.
- One time projects or needs.
- Have researched grant opportunities through the Grant Station software at the Fulton County Library.

**The Community Foundation places a lower priority on the following:**

- Projects where the Fulton County Community Foundation is the sole funder.
- Fund-raising projects.
- Grants to any organization for the purpose of maintaining an on-going operating budget or for public schools.

**The Foundation will not consider grants for:**

- Religious organizations for the sole purpose of furthering that religion. (this prohibition does not apply to funds created by donors who have specifically designated religious organizations as beneficiaries of the funds)\*
- Political activities or those designated to influence legislation.
- National organizations. (unless the monies are to be used solely to benefit citizens of Fulton County)
- Grants that directly benefit the donor or the donor's family.
- Contributions to endowments, except in the case of Sustainability Awards.

*\*Please contact us for information on other grant funds held by the Foundation*

**Deadlines:** We accept applications and proposals on a continuous basis. There are no specific deadlines. However, please keep in mind that it takes approximately four to six weeks to review proposals and inquiries and to contact you with an initial response. If you do not receive acknowledgement of your funding request, or have not received a status update after six weeks, please send an email to the attention of Corinne Becknell Lucas at [corinne@nicf.org](mailto:corinne@nicf.org).



**Sustainability Awards:** You can receive a permanent fund at the Community Foundation! The permanent fund will be created in your organizations name and provide money each year to use for your organization. This will help your organization become self-sustaining and offer donors an opportunity to make gifts that last a lifetime. *If your organization already has a permanent fund with the Northern Indiana Community Foundation, you are ineligible to apply for a Sustainability Award.*



You will find the Sustainability Award application on page 3-4 of this document.

**Impact Grants:** The first part of the application process is to submit a Letter of Intent Form and one-page project summary that briefly describes the project for which you are seeking funds.



You will find the form for the Letter of Intent on page 5 of this document.

Applicants will be notified in writing if they are encouraged to submit a full proposal, or that their project is unlikely to be funded. A grant proposal form will be mailed to you.

**Community Support Grants:** This application is for organizations seeking smaller programming grants in the range of several hundred to several thousand dollars per grant. These grants are designed to be awarded to several organizations and provide support throughout the community.



The application can be found on page 6 of this document.

Confirmation postcards will be sent for all Community Support Grant applications received. Those who submitted an application and did not receive confirmation within one week should contact the NICF Office. You may be asked to give an interview with the Grant Committee or be asked to provide more information about your project. Site visits will be conducted by the Grant Committee.

You are strongly encouraged to contact Corinne Becknell Lucas, Associate Director at the Northern Indiana Community Foundation, Inc. to discuss your project before submitting your Letter of Intent Form at 574-223-2227, toll free at 877-432-6423, or email [corinne@nicf.org](mailto:corinne@nicf.org).

**Please Review your project in consideration of the Grant Guidelines mentioned on page 1.**

# FULTON COUNTY COMMUNITY FOUNDATION

A FUND AFFILIATE OF THE  
NORTHERN INDIANA COMMUNITY FOUNDATION, INC.



## FULTON COUNTY SUSTAINABILITY AWARD

A Sustainability Award is intended to reward organizations that have the foresight to plan for the future of their organization. A \$5,000 endowment grant will be awarded competitively to a Fulton County nonprofit demonstrating leadership, management, programming, and a desire to encourage donations to their own permanent endowment fund.

### Eligibility

Candidates must be nonprofit organizations organized and operated exclusively for charitable purposes for the benefit of Fulton County residents. ***If your organization already has a permanent fund with the Northern Indiana Community Foundation, you are ineligible to apply for a Sustainability Award.***

### Award

The award is a \$5,000 endowment grant to build a fund within the Community Foundation to help the organization become self-sustaining and offer a way to encourage giving among people who have a passion for an organization and want to see the organization continue and grow forever.

### Why Should My Organization Apply?

It reflects well on you that you are interested in establishing a fund that will provide support for your organization now and forever.

This is an opportunity to tell the Community Foundation why you think your organization is excellent in a broader context than a typical funding request provides. It is also an opportunity to educate Community Foundation staff and volunteers about your organization's mission, strengths, and capacity which may prove beneficial when making other requests for funding.

Finally, this award may provide a helpful motivational tool for board, staff, and volunteers.

### What If My Organization Has Areas That Need Improving?

The Community Foundation recognizes that few if any organizations will be excellent in every respect. Every organization has to dedicate its limited resources as effectively as possible. Focus on your strengths. Your ability to demonstrate strong self-critical analysis and plans for continuous improvement will help.

### How Will The Community Foundation Assist With Promoting Our Fund?

The Community Foundation will work with the media and other resources to provide maximum exposure to the winning organizations. We intend to make sure winning the Sustainability Award will attract resources to some of our community's best organizations. This will be publicized in a number of ways, including the Community Foundation's newsletters, annual report, web page, and other donor-oriented materials.

If desired, Community Foundation staff will consult with the winning organization to develop a successful fundraising strategy to attract donors to give to your permanent fund.

## **Application**

Please include a cover letter signed by the organization's CEO/Executive Director and board chair, including address, phone and fax numbers, and e-mail address for each (if available). Please do not staple or bind the application.

HELPFUL HINT: Begin your response to each question by typing the keyword printed in bold below (e.g. "Mission"; "Impact"; etc.). If you consider any question "not applicable," you may say so and, if you choose, explain why. Please adhere to the page limits.

### **Part I. Leadership (Limit: 3 Pages Total):**

1. **MISSION:** Describe your organization's mission or purpose.
2. **VISION:** What does your organization intend to accomplish in the next three years and beyond?
3. **IMPACT:** Describe the impact your organization makes with those who benefit from your services or programs and how your organization impacts the community.
4. **PARTNERSHIPS:** List partnership/collaborations in which your organization is engaged. Choose two as examples and describe them in some detail.

### **PART II. Quality of Management (Limit: 3 Pages Total):**

1. **BUDGET:** Revenue – Comment on your strategy to sustain your organization.  
Expenses—Explain how your use of resources reflects your plans, goals, and values.
2. **LEVERAGE:** In what ways does the organization leverage other community resources?
3. **VOLUNTEERS:** Describe the organization's goals for and use of volunteers.

### **PART III. Quality of Programs (Limit: 3 Pages Total):**

1. **PROGRAMS:** List all programs offered and describe in detail.
2. **Evaluation -** Do you evaluate your programs and if so how?

### **PART IV. Request for Sustainability Award**

1. Explain why you feel an endowment fund would be important or helpful to your organization.
2. Provide examples of how you would promote your endowment to your donors.

### **PART V. Attachments:**

Please provide the following:

1. List of names and addresses of your board of directors and staff, if applicable
2. A list of active committees, with 1-2 sentences describing their purposes.
3. An organization chart listing key staff positions.
4. A copy of your 501 (c) (3) IRS Determination letter. Copy of your organization's operating budget and copy of your program/project budget, only if applicable.
5. Brief summary of strategic plan or comparable document (if available – not required).

### **Please put the application packet together without bindings and mail to:**

The Northern Indiana Community Foundation  
P.O. Box 807  
715 Main Street  
Rochester, IN 46975

# FULTON COUNTY COMMUNITY FOUNDATION

A FUND AFFILIATE OF THE  
NORTHERN INDIANA COMMUNITY FOUNDATION, INC.



## IMPACT GRANT LETTER OF INTENT

Prior to submitting a full Impact Grant Proposal, this Letter of Intent and a one-page project summary must be submitted and reviewed by the FCCF grant committee.

Applicants will be notified in writing if they are encouraged to submit a full application or that their project is unlikely to be funded. Impact Grants are for organizations seeking funds to support a large project over \$20,000.

Organization Name: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Year Organization was formed: \_\_\_\_\_ Federal ID #: \_\_\_\_\_

Geographical Area Served: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Dates: \_\_\_\_\_ Estimated Number of People Served: \_\_\_\_\_

Dollar Amount Requested: \_\_\_\_\_

Director: \_\_\_\_\_ Director Signature: \_\_\_\_\_  
(printed)

Date: \_\_\_\_\_

Board Officer: \_\_\_\_\_ Board Officer Signature: \_\_\_\_\_  
(a person other than the person signing above -- printed)

Date: \_\_\_\_\_

### Northern Indiana Community Foundation, Inc.

715 Main Street, P.O. Box 807

Rochester, Indiana 46975

(574) 223.2227 | Toll Free (877) 432.6423

www.nicf.org | corinne@nicf.org | Corinne Becknell Lucas, Associate Director

Letters of Intent and one page project summary must sent by mail, email, or delivered to the NICF address above.



# Community Support Grants:

**Fulton County Community Foundation**

715 Main Street, P.O. Box 807

Rochester, Indiana 46975

(574) 223.2227 | Toll Free (877) 432.6423

## COMMUNITY SUPPORT GRANT APPLICATION

for smaller grant requests

Organization Name: \_\_\_\_\_ Federal ID #: \_\_\_\_\_

Director of Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Type of organization (please check):

501 (c) (3) - Attach a copy of the IRS determination letter.  Governmental Entity  Other: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(a person other than the person signing above)

Name and title of person making application: \_\_\_\_\_ Phone: \_\_\_\_\_

Please specify the amount of your request: \_\_\_\_\_

Brief summary of your request:





**3. Please explain the expected benefits of this grant:**

(a) How will you measure and assess the benefit and impact of your project? (i.e. A follow-up assessment, some benchmark by which you can chart your progress, etc.)

(b) Who will be served, benefited or impacted? Quantify.

(c) How will your organization benefit?

**4.** If application is for a new service, pilot project, survey or study, explain the source of funds to carry on the project (if any will be needed) after any initial grant money is spent. Are there commitments or guarantees for these funds? If funded, do you plan to ask the Foundation for support for this project again?

**5.** Are you aware of any other organizations providing similar services? If so, will you be collaborating with other organizations?

**6.** Describe past and current efforts within the community to address the identified needs.

**7.** What public relations methods will be used to communicate to your donors/members/supporters any grant support you receive from the Foundation?

**8.** Do you have any legal issues associated with the project? If yes, briefly explain.

**SUMMARY OF HOW THIS PROJECT (ACTIVITY) WILL BE FINANCED**

Note: We place a lower priority on projects where Fulton County Community Foundation is the sole funder.

<b>1. Source of Funds</b>	<b>Amount</b>	<b>% of Total Project</b>
From federal, state, city or county government (specify) _____	_____	_____
From other foundations (specify if these are secured or pending) _____ _____	_____ _____	_____ _____
Public contributions or donations	_____	_____
Loans	_____	_____
Your organization's contributions	_____	_____
Other sources: _____ _____	_____ _____	_____ _____
<b>Requested from Community Foundation</b>	_____	_____
<b>TOTAL SOURCES OF FUNDS</b>	_____	_____

**2. Project/Activity Expenses:** How the project money will be spent.  
 → Please place an \* next to the items for which you are requesting funding from the Community Foundation.  
 → Also list items from top to bottom in order of importance to the success of the project.

<b>Item</b>	<b>Amount</b>	<b>% of Total Project</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>TOTAL PROJECT/ACTIVITY EXPENSES:</b>	_____	_____

Attach copies of best estimates, contractor proposals or any information that will help the committee understand your project. (one copy)

**3. Additional Information**

- Please list other organizations where you have applied for funding:
  
  
  
  
  
  
  
- If the Community Foundation is unable to provide your organization with full funding, will you still be able to provide this service or complete the project?    \_\_\_ Yes    \_\_\_ No (check appropriate response)

**REQUIRED ATTACHMENTS:**

- If your organization is a 501 (c) (3), attach a copy of your IRS Determination letter. (1 copy)
- List of names and addresses of your board of directors and staff if applicable. If you do not have a board or staff, please attach a list of names and addresses of members of your organization. (1 copy)
- Copy of your organization's operating budget and copy of your program/project budget, only if applicable. (1 copy)



715 Main Street, P. O. Box 807  
Rochester, Indiana 46975  
Phone: (574) 223-2227 ♦ Toll Free: (877) 432-6423  
Fax: (574) 224-3709 ♦ www.nicf.org

## Verification of Charitable Use of Funds

We verify, that as a duly appointed representatives of an organization that is not a 501(c)(3) corporation, we will use any and all funds received through the Northern Indiana Community Foundation for charitable purposes.

If at any time, the Grant Committee or Board of the Northern Indiana Community Foundation, Inc. determines that the funds distributed to our organization were not used in a charitable manner, we agree to repay those funds to the Northern Indiana Community Foundation, Inc. for redistribution to an organization that will use them in a not-for-profit manner.

Funds will be used for activities as outlined in the attached application.

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Name of Organization

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Printed name of duly appointed representative and title held within the organization

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Signature

Date

---

Printed name of duly appointed representative and title held within the organization

---

Signature

Date